



DEPARTMENT OF THE ARMY  
HEADQUARTERS UNITED STATES ARMY FORCES COMMAND  
1777 HARDEE AVENUE SW  
FORT MCPHERSON GA 30330-1062

REPLY TO  
ATTENTION OF

MAR 01 2004

AFCS-PA

Expires 1 March 2006  
FORSCOM Policy Memorandum 220-04-1

MEMORANDUM FOR Commander, US Army Garrison, 1386 Troop Row SW,  
Fort McPherson, GA 30330-1069

SUBJECT: Army Ground Forces Band Support to Military and Community  
Relations Events

1. PURPOSE. This memorandum establishes procedures for operation and control of the Army Ground Forces Band. Official designation is the Army Ground Forces Band, a US Army Forces Command unit stationed at Fort McPherson, GA.
2. PROPONENT AND EXCEPTION AUTHORITY. The proponent for this memorandum is the Office of the Chief of Public Affairs (OCPA). The Chief, Public Affairs, and the Commander, Army Ground Forces Band, have the authority to approve exceptions to this memorandum consistent with controlling law, regulation, and higher headquarters' policy.
3. SCOPE. The enclosed policy applies to all HQ FORSCOM agencies; Fort McPherson, Fort Gillem, and all other military organizations within the metropolitan Atlanta area.
4. REFERENCES.
  - a. Required publications.
    - (1) Army Regulation 58-1 (Management, Acquisition and Use of Administrative Use Motor Vehicles).
    - (2) Army Regulation 220-90 (Army Bands).
    - (3) Army Regulation 360-1 (Army Public Affairs Program).
    - (4) Army Regulation 600-50 (Standards of Conduct for Department of the Army Personnel).
  - b. Related publications.
    - (1) Field Manual 12-50 (US Army Bands).

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**(2) Field Manual 22-5 (Drill and Ceremonies).**

**5. RESPONSIBILITIES.**

**a. Office of Chief of Public Affairs.**

- (1) Oversee the command and control of the Army Ground Forces Band.**
- (2) Assist in the development of publicity materials at the request of the band.**
- (3) Publicize on- and off-post events as appropriate.**
- (4) Coordinate with sponsors of events in the Metropolitan Atlanta area for off-post publicity at the request of the band or the local sponsor.**
- (5) Oversee band calendar and finalize band commitments.**

**b. The Commander, Fort McPherson, provides training, rations, quarters, administration, logistical support, and military justice for the Army Ground Forces Band as set out in Headquarters, Fort McPherson General Order No. 84, 24 July 1975.**

**c. The Commander, Army Ground Forces Band.**

- (1) Approves support of musical commitments as supervised by the Chief of Public Affairs.**
- (2) Establishes yearly tour mission early in the budget cycle, to include number of tours, dates, and places.**
- (3) Ensures that established standards of musical proficiency, appearance, and conduct of band persons are maintained.**
- (4) Trains band personnel assigned to the unit under guidelines established by the Commander, Fort McPherson.**

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**6. POLICY.**

a. The Army Ground Forces Band is a well-trained, well-equipped, world-class organization that serves as the musical ambassador of the American combat soldier, instilling pride in our troops, promoting a spirit of patriotism within our Nation, and sharing a universal vision of freedom through music.

b. Military events eligible for band support.

(1) Ceremonies honoring general officers, civilian aides to the Secretary of the Army, and members of the Senior Executive Service.

(2) Change of Command ceremonies for general officers; the Commander, US Army Garrison, Fort McPherson; the Medical and Dental Commander; and the Commander, USAG Headquarters Command.

(3) General officer retirement ceremonies and lunches/dinners.

(4) Retirement and change of position ceremonies for the Command Sergeants Major of FORSCOM, First US Army, Third US Army, US Army Reserve Command, and the US Army Garrison, Fort McPherson.

(5) Monthly retirement ceremonies held at Fort McPherson.

(6) Unit activation and deactivation ceremonies, troop deployment and arrival ceremonies.

(7) Special retreat ceremonies at Fort McPherson and Fort Gillem as directed by the CG, FORSCOM, or Commander, Fort McPherson.

(8) All other military events will be considered IAW AR 220-90, FM 12-50 and FORSCOM command policies.

c. Capabilities.

(1) Due to unique mission requirements, usage of band personnel in capacities other than those listed may compromise accomplishment of primary mission.

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**(2) Performing groups available for military events.**

**(a) Concert Band**

**(b) Jazz Ensemble**

**(c) Jazz Combo**

**(d) Dixieland Band**

**(e) Woodwind Quintet**

**(f) Brass Quintet**

**(g) Bugler**

**(h) Solo Piano**

**(i) Ceremonial Band**

**d. Timelines.**

**(1) In order to receive full consideration for band support, the agency must submit their request to FORSCOM OCPA not later than 60 days prior to the performance date.**

**(2) Requests for ceremony support received less than 45 calendar days before the performance will be forwarded by FORSCOM OCPA to the Deputy Commanding General/Chief of Staff, FORSCOM, for review and approval/disapproval.**

**(3) Requests received less than 30 calendar days before the performance date will not be honored, unless the event in question is the result of a short notice military tasking.**

**e. The Army Ground Forces Band requires rehearsal time to prepare for commitments as well as time for military training. To prevent overtasking, the**

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band Commander will ensure OCPA is aware of all training, rehearsal, and compensatory time requirements. In turn, these training, rehearsal, and compensatory time requirements will be treated as band commitments.

f. The OCPA and supporting Staff Judge Advocate will review requests for civilian band support for propriety and legality. In the event that a commitment is found to be illegal or may embarrass the command in any way, the request for band support will be denied by the OCPA.

g. Transportation.

(1) The Fort McPherson Transportation Office will coordinate transportation for major community relations tours. The OCPA/Army Ground Forces Band will provide funding for the transportation for major community relations tours; the OCPA/Army Ground Forces Band will also provide funding, through the Fort McPherson Transportation Office, for local transportation requirements.

(2) Army Regulation 220-90, paragraph 2-2e states that band personnel traveling in military buses (school type) should be limited to the immediate area. Over-the-road buses (commercial type) will be used to transport band personnel for distances more than 75 road miles (one-way) or when required to ensure mission success.

h. Administration.

(1) Blanket leave will be granted to the band two times annually, not to exceed a combined total of 30 days, as requirements permit. For planning purposes, these will normally be a period immediately following the Fourth of July activities, and the period of the Christmas-New Year holidays.

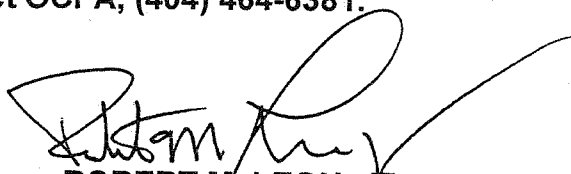
(2) When possible, a Reserve Command band should be put on active duty during summer blanket leave to meet band ceremonial requirements. Forces Command Office of Chief of Public Affairs will request a band as required.

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(3) Army Regulation 360-1, paragraphs 7-2, 7-3 and 7-4, Army Regulation 220-90, paragraphs 2-2 and 2-3, and Army Regulation 600-50 outline conditions for participation of Army band persons when committed for official performances as well as participation in clubs, messes, and private parties for unofficial functions during normal off-duty time. Members of the Army Ground Forces Band, in their individual private capacities, may receive pay for unofficial performances at on-post events that are not entitled to official band support. Government equipment will not be used for this purpose.

7. For additional information, contact OCPA, (404) 464-6381.



**ROBERT M. LEON, JR.**  
Colonel, GS  
Secretary of the General Staff